

# ROGERS ACTIVITY CENTER 2015 SUMMER DAY CAMP PARENT HANDBOOK



**PARENT ORIENTATION  
SATURDAY  
MAY 30TH  
3:00 P.M.**



# **Rogers Activity Center**

The primary goal of the Rogers Activity Center is to provide a wholesome recreation facility for all. The Rogers Activity Center serves as a fun, educational outlet for creativity and youthful energies and ideas. The RAC is a facility that can give its citizens, particularly its youth, an opportunity to grow in many ways – to provide challenges, to give direction, and offer participants the most opportunities to maximize their potential, in the community and in life.

315 West Olive St.  
Rogers, AR 72756

479-631-0336

[www.rogersarkansas.com/recreation](http://www.rogersarkansas.com/recreation)



# From the Director

The Summer Day Camp (SDC) Program will offer a fun-filled, safe environment for your child to participate in structured age appropriate games and activities this summer. The SDC program is licensed by the State Of Arkansas (Department of Human Services), Better Beginnings certified and an Outstanding Program award winner from ARPA.

With over four hundred children registering in our program, it is very important that each child understand and follow all rules, policies, and procedures. Please support the staff by re-enforcing to your child that they must follow all directions given by counselors.

A parent handbook will be provided to every parent during the registration process. PLEASE READ THE ENTIRE HANDBOOK CAREFULLY. You will be asked to verify by signature that you received the handbook and that you understand key policies. This handbook is designed for your benefit and to provide you and your child a fun, stress free, and enriching summer.

I strongly encourage each parent to attend the parent orientation meeting. Communication is a vital tool in our partnership to offer your child an enriching experience this summer. Please feel free to contact me or Robin Rounds with any questions, comments, suggestions, or concerns.

Have A Great Summer  
Coleta Paris  
Director

# WELCOME

Welcome to the Rogers Activity Center (RAC) Summer Day Camp Program. We are pleased that you chose our program for your child. Our Summer Day Camp is designed to provide a positive summer experience for children entering grades first through seventh within a safe, secure, and enriching environment. The program provides activities geared to the interests of all children including arts and crafts, sports, games, special events, field trips, pool trips, and much more!

## Program Objectives

- ❖ Provide an enriching summer experience for the youth who participate.
- ❖ Provide a wide variety of quality recreational and educational activities in a safe, healthy, and fun atmosphere.
- ❖ Create positive staff/child interaction, communication, and guidance.
- ❖ Promote self-confidence and accomplishment through completion of program.
- ❖ Offer an affordable option for out-of-school childcare.
- ❖ Serve breakfast and lunch to children 18 and younger (parents can purchase meals for \$3 each)
- ❖ Offer children access to an affordable program that strengthens their individual skills to prepare them for success throughout life in school, family and community.

## Registration Information

Children must be registered and have a current RAC membership before they can attend the program. Registration forms are available at the RAC customer service desk or may be printed from our website. The Summer Day Camp Program is required to maintain up-to-date records of attendance and emergency information on each child in the program. Please notify us of any changes in residence, telephone numbers, medication, health, etc. Payment for the first week of camp is due upon registration. Throughout camp we take pictures of campers enjoying different activities. These pictures will be used on marketing material to promote our programs.

## Payment Information

**All fees are due the Friday prior to the week your child will be attending. Monday payments will be considered late and a \$10 late fee will be assessed.** Please do not send payments with your child. If you pay by check, please write your Drivers License Number and Date of Birth on the check. A handling fee of \$25 will be charged on all returned checks and the account will be placed on a "cash only" basis. If the proper cancellation process is not followed (see below) you will be expected to pay for unattended time. Copy of receipt of payment will be issued when payment is made. Copies of receipts must be requested in writing and will not be available for at least 72 hours.

## Cancellations

### **All cancellations HAVE to be made in WRITING at the RAC CUSTOMER SERVICE DESK ONLY!**

If your child will not attend a week he/she is signed up for, you need to cancel that week at the customer service desk one full week in advance. Cancellations cannot be made over the phone or via a counselor. If the cancellation policy is not followed, parents will still be responsible for payment for that week. Cancellations can only be made on the cancellation form ([see back of handbook](#)).

#### Example of Cancellation:

If your child is signed up for the week of June 22 - 26, but cannot attend, you have to cancel by Monday, June 15<sup>th</sup>. Tuesday June 16<sup>th</sup> will be too late and you will be responsible for payment. Your child will not be able to return to camp until that week is paid for. In case of an emergency contact Marleen Heyns as soon as possible at 479-631-0336 x438 or [mheyns@rogersar.gov](mailto:mheyns@rogersar.gov)

## Questionnaires and Surveys

Your participation in our questionnaires and surveys is greatly appreciated. By doing these we gather vital information for grant applications that enables us to keep camp affordable for everybody.

## Hours of Care

Day Camp hours are 6:30 a.m. to 6:30 p.m. We generally begin the daily activities by 8:00 a.m., and ask that your child is here no later than 10 a.m. to avoid confusion when leaving for field trips. Please do not drop your child off to wait in the lobby until camp opens. We do not have supervision for children waiting in the lobby.

## Late Pick-Up Policy

Day Camp closes at 6:30 p.m. Parents whose children remain past 6:30 p.m. will be charged a \$5.00 per minute, per child late fee that must be paid before the child can attend the next day. Late fees begin at 6:31 p.m. After three times in violation of this policy a conference with the Director will be required.

## Camp Communication

All schedules and changes will be posted on our website and facebook. Some changes to the schedule will be made without notification due to circumstances out of our control (bad weather etc.). Please "like" us on Facebook (Rogers Activity Center) or follow us on Twitter (Rogers Activity Center@RogersActivity). All changes, cancellations, schedules and fun information and pictures will be posted on Facebook and Twitter throughout the summer.



## Health Requirements

The parent/guardian has a responsibility to monitor the daily health and physical condition of their child and to determine the child's ability to actively participate in the program. If the child has a fever, is experiencing nausea, headaches, intestinal/stomach problems, or is ill, it is imperative that he or she stay home for the day. Your child can return to camp if he/she is symptom free for 24 hours (same as school).

For children who become ill while at camp, parents will be contacted and the child sent home for the following, but not limited to:

1. Oral temperature 101 degrees or greater
2. Vomiting once
3. Liquid stools
4. Body rash
5. Uncontrollable and persistent cough
6. Sore throat if associated with fever or swollen glands in the neck
7. Appearance of acute illness or complaint of severe pain
8. Presence of head lice or nits
9. Any symptoms of possible Pink Eye

In the event a child exhibits any of these symptoms, that child's parent will be contacted and will be expected to pick their child up promptly. Until the parent arrives, the child will be excluded from activities with other children. The child will rest in a "quiet area" away from the main program area. If parents cannot be reached, we will contact emergency contacts listed on registration form.

All minor scrapes and scratches will be treated by Camp Staff and reported to parents at the end of the day.

## Immunization

As of 1/1/2015 our Licensing Guidelines require that we keep immunization records on file for all participants. Please bring a copy in a sealed envelope (Privacy) when you register your child. If we do not receive your child's immunization records, your child might be send home.

## Medication

Medication given to a child by a staff member must be authorized by a parent by completing a medication permission form. This can be found at the camp check-in table. All medication must remain in the original container, with the child's name, medicine name, date of prescribed medication, and time of day the child should take the medicine. The parent/guardian is required to hand deliver the medication(s) to the camp staff – please do not have it delivered by your child. Children cannot keep any medication with them. We will keep Acetomenophine on hand for minor issues (headache etc). We will only administer to children who have a signed permission form on file. Parents will be informed if medication was administered. *If your child has a food allergy and needs food substitutions, you must provide a doctor's note (same as in school).*

Medication that was left at camp needs to be picked up the last day of camp or within one month after the end of camp. All medications left after one month, will be properly disposed of.

## Swimming

Each child will need a bathing suit, towel, and sunscreen on scheduled swimming days. Please put these belongings in a bag with the child's name on it. Parents are asked to please donate sunscreen to be shared amongst all campers. These donations help keep camp fees affordable😊.

If your child can use only a certain brand of sunscreen, please provide a bottle with the child's name on it. Inform the check-in counselor that your child is the only one to use that sunscreen.

Please be sure to mark swimming ability and sunscreen needs on the enrollment forms. All children will be given a swimming skills test on their first swimming day. If they decide not to take the swim test, they will only be allowed in the kids pool.

## Manners

All children need to follow basic courtesies with counselors and one another. This includes table manners, politeness and taking care of equipment and facilities. Please make sure your child understands the importance of following rules and directions given by counselors. We realize kids will be kids, but one of our goals is to help them grow into responsible adults.

## Administration

As a licensed day care facility we must inform you that children may be subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. (Child interviews do not require parental notice or consent).

## Field Trips

A calendar of the summer's special events will be available no later than March 23<sup>rd</sup>. You can pick up a copy at the RAC or find it on our website ([www.rogersarkansas.com/recreation](http://www.rogersarkansas.com/recreation)). All children and camp staff must go on the field trip with their group. If your child needs to be picked up early please pick them up at the field trip location or before the buses leave the RAC for the field trip. Your child **cannot stay at the RAC** to be picked up during field trip times. Be sure to pick up your weekly schedule every Friday afternoon. The schedule contains all the information you will need to have your child show up prepared for each days activity. Field trips are subject to change, without notice, in the event of circumstances out of our control.

We strongly encourage the use of water bottles during camp and on fieldtrips. Please send a water bottle marked with your child's name to camp everyday. Water bottles are lost all the time. Please don't send your child's favorite (or valued) water bottle to camp. It gets hot on the bus and the children need to take water with them, therefore **they are allowed to take water bottles on the bus.**

## Full Day Field Trip

This is a very exciting day for all campers. We will leave the RAC at 8:00 a.m. and return at

6:00 p.m. We must have a completed Permission Slip before we can take your child on this field trip. Breakfast will be served at 7:00 a.m. on this day. If your child needs to eat breakfast here, please make sure they arrive on time at the RAC and no later than 7:15 a.m. All campers that go on the Full Day Field Trip need to be at the RAC and checked in by 7:30 a.m. ALL campers MUST wear their camp t-shirt on that day as well as comfortable tennis shoes and a hat. A sack lunch will be provided for all campers. Parents are welcome to pack a lunch if preferred.

When you arrive at the RAC in the afternoon to pick your child up, we ask that ALL parents STAY in the bleachers until we let you know that we are ready for you to sign out your child. When we arrive back at the RAC, we need to unload the buses and get all the campers safely back into the building. We also need to call roll to make sure all the campers are in the building. Your child will be lined up in his/her color group. We will let you know when you can sign out your child. Please proceed to your child's color group and form a line to sign out. We will get you and your child out of here as soon as possible. If you prefer to miss the rush, then arrive a little later at the RAC, rather than before or right at 6:00 p.m., but please plan to arrive before 6:30 p.m.

### **Discipline Policy**

In the Rogers Activity Center Summer Day Camp Program, discipline is viewed not as a punishment, but as a means of teaching the children what is acceptable behavior. Our goal is to help each child develop the inner control needed to function as positive, productive individuals.

One acceptable disciplinary technique used in day camp is the "time out" procedure. Time out is temporary removal of a child from a stressful situation and results in the child sitting in a special place for the number of minutes equal to the child's age. Other methods include limited participation in certain activities, written communication with parents as to why the behavior was inappropriate, and contacting parents.

The write up system works as follows:

Your child will receive several verbal warnings from his/her counselor. The counselor will also explain to your child why his/her behavior is unacceptable and help your child understand what would be a better choice to make. If the child continues this behavior, the counselor will do an Incident Report. This will inform the parent about what happened and how the situation was handled. Parents will sign the report and be provided with a copy of the Incident Report. If the child displays the same inappropriate behavior again, even weeks later, then we will do a Disciplinary Action Report. Summer Day Camp participants may receive up to 3 disciplinary reports. The consequences are as follows:

- 1<sup>st</sup> report will include a discussion between the child and the camp Director. Parents will receive a phone call and/or will be talked to at pick-up to sign the form.
- 2<sup>nd</sup> report will include a discussion between the child, the camp Director and the program Director. Parents will receive a phone call and the child will be suspended from camp for one day.
- 3<sup>rd</sup> report will include a discussion between the child, the camp Director and the program Director. Parents will be required to conference with Program Director to discuss disciplinary actions, which may include expulsion from camp. If a child is expelled from camp, special permission is needed to return to camp the next year.



Again, parents will be asked to sign each report and will be provided with a copy of the report.

Certain types of behavior are not tolerated in camp and will result in an immediate Disciplinary Action Report. The following behaviors are considered inappropriate:

- hitting, biting, kicking, throwing, or any other physical action that may cause harm to any other child or adult;
- use of obscene language, spitting or other forms of verbal abuse or degradation by children directed at other children or adults;
- repeated refusal by a child to comply with the rules and/or failure to listen to a counselor, and any child's behavior that is potentially harmful to himself/herself.
- Physical fighting of any kind.

Humiliating or frightening punishment of a child is strictly forbidden. This includes physical punishment.

Each child in the day camp program is regarded as unique and special. This belief is demonstrated in the way counselors treat children and one another. As role models for the children, counselors will strive to be fair and consistent and will show the children the respect they want for themselves.

### **Discharge**

If a child is continuously uncontrollable, destructive, disruptive or exhibits such other behaviors unacceptable in our program, the Director may discharge such child temporarily or permanently. ***No refunds will be given if a child is discharged no matter what day it occurs.*** Any child that brings any type of weapon will be expelled immediately.

### **How Parents Can Be Helpful**

Summer Day Camp is not a babysitting service. Please impress upon your child(ren) that this is a special program designed to meet his/her needs and interests. Cooperation and teamwork are vital for safety and fun.

1. **Please label all of your child's belongings.**
2. Campers are not to bring personal items to camp such as toys, electronic games, cell phones etc. *We are not responsible for any misplaced, damaged, or stolen items.*
3. Campers should be dressed in appropriate clothing for camp. Be prepared to get clothing dirty.
4. Campers are to wear tennis shoes and socks to camp daily. If water shoes, flip-flops, or sandals are needed, send them with your child and he/she will be allowed to change shoes at the appropriate time.
5. Carefully look over the payment policy and note that the parent/guardian must come in to the front desk to make the payment. This will help ensure the correct information is gathered and a receipt will be printed to show the payment was received. *To speed up the payment process, have your Drivers License Number and Date of Birth written on your check.* Payments can also be made on-line, a convenience fee does apply.

6. **Note the cancellation policy!** If your child will not be attending a session you have reserved, fill out the cancellation form and make the cancellation at the Front desk at the RAC. Be sure to cancel the Monday prior to the week your child will not attend. Failing to do so will result in the parent being charged for that week. **See cancellation notice on the last page of this handbook.**

### **Talent Show**

The Rogers Activity Center will host the 8<sup>th</sup> Annual SDC Talent Show on July 31<sup>st</sup> at 8:30am. Parents and family are welcome to attend. Please ensure that your child arrives at camp on time if he/she is participating in the talent show. Campers will have the opportunity to entertain parents, family and friends. Please help your child choose an act or song that is camp appropriate and help them practice for the big day. All acts and songs will be submitted to the Childcare Director for final approval.

### **Store**

Some fieldtrips we go on do not have concession stands. We discourage the children from using vending machines, because money tends to get stuck in the machine. We will have a camp store for the children to buy a snack and a drink on the days they cannot use a concession stand.

### **Pick up and Drop off Procedure**

We will continue our drive thru pick up system. Our system is similar to picking your child up from school. The drive thru pick up time is from 4:00 p.m. until 6:00 p.m. During this time you will **not** be able to pick your child up inside the building. Picking your child up before or after this time will be at the respective check out tables, inside the building. Please be sure to have your Picture ID ready for check out.

Parents will enter the back parking area from the west drive way, closest to Northside School Playground. When entering the parking area, provide the check-out counselor with your child's name and your picture ID. Your child will be called from the play area, while you wait in the pick up line. When your child is safely buckled in, you may leave the pick up area and exit via the driveway in front of the Rogers Activity Center.

Making afternoon payments will result in you having to pick up your child, park in the front parking area and go to the Front Desk. (You will not be allowed to hand payment to the check-out counselor or send it with your child.)

When arriving for camp in the morning, please escort your child in to the check in table. When you pick up your child, please sign him/her out with the check-out counselor (**bring your picture ID**). Care ends promptly at 6:30 p.m. Please allow sufficient time for your child to finish what he/she is doing and put away materials.

A child is not permitted to leave the area unless a parent or other authorized person signs the child out. Make sure you list any adult who will be allowed to pick up your child in the space provided on the enrollment form. All authorized pick-ups must be at least 18 years of age. Please advise them to

have a driver's license or other form of picture identification. If any changes occur please notify the Childcare Program Director in writing.

### **Better Beginnings Certified**

As a Better Beginnings Certified facility we have some guidelines to follow and criteria to meet. Your child will experience a more educational, but fun, summer. This will ensure that your child has more opportunities to become a responsible camper with growing self-esteem.

One aspect we will focus on is reading. We will partner with the Rogers Public Library to keep the children reading. Please supply us with your child's reading level, so we can ensure that they get the benefit of reading books on their level throughout summer

**SUMMER DAY CAMP 2015**  
**WEEKLY CANCELLATIONS/ADDITIONS**

Parent: \_\_\_\_\_

Younger Camp \_\_\_\_\_ Child: \_\_\_\_\_

\_\_\_\_\_

Older Camp \_\_\_\_\_ Child: \_\_\_\_\_

\_\_\_\_\_

**Cancellations**

Week: June 1 - 5	_____
June 8 - 12	_____
June 15 - 19	_____
June 22 - 26	_____
June 29 - July 3	_____
July 6 - 10	_____
July 13 - 17	_____
July 20 - 24	_____
July 27 - 31	_____
August 3 - 7	_____
August 10 - 14	_____

**Additions**

June 1 - 5	_____
June 8 - 12	_____
June 15 - 19	_____
June 22 - 26	_____
June 29 - July 3	_____
July 6 - 10	_____
July 13 - 17	_____
July 20 - 24	_____
July 27 - 31	_____
August 3 - 7	_____
August 10 - 14	_____

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Initial: \_\_\_\_\_ Date: \_\_\_\_\_